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UNITED STATES DEPARTMENT OF AGRICULTURE  
BUREAU OF BIOLOGICAL SURVEY  
Washington, D. C.

U. S. Department of Agriculture

April 18, 1930

DISCONTINUANCE OF CHARGE SLIPS FOR EXPRESS SHIPMENTS.

Memorandum for Field Leaders:

There is inclosed a copy of P.B.A. Circular No. 147 and a copy of G.A.O. Regulations No. 69 referred to therein. In accordance with the latest ruling of the Comptroller General, it will be necessary hereafter to use Government bills of lading for all shipments by express as well as by freight. The use of charge slips for express shipments will, therefore, be discontinued by field offices upon receipt of this memorandum and Government bills of lading substituted therefor. Bills of lading should be used for all express shipments, including those to and from field points and those addressed to the Washington office; likewise, shipments from the Washington office addressed to field stations will hereafter go forward on Government bills of lading.

A supply of bills of lading is being sent herewith, which is anticipated will meet requirements for the remainder of the current fiscal year. Additional bills of lading, as required, can be had upon requisition.

The procedure for handling bills of lading for express shipments is the same as for freight. Three copies of the bill of lading should be filled out by the shipper as far as possible before presenting to the transportation company, and will be completed by the transportation company by showing weight and such other data as is required to be furnished by it. The original and memorandum copies, which will be receipted and returned to the shipper by the agent of the transportation company, should be forwarded promptly to the consignee and the Bureau, respectively. Additional unnumbered copies of the yellow memorandum copy of bill of lading will be furnished field offices for use in making an extra carbon copy to be retained for the field office records. In forwarding the memorandum copy to the Bureau the requirements of paragraph 26 of Bureau Circular 358a, dated June 15, 1927, applying to freight charges, should now be followed also in connection with express charges, and the data requested furnished on the memorandum copy of bill of lading forwarded to the Washington office.

Shipments by mail under frank should be made whenever practicable for packages under four pounds in weight.

The provisions of paragraph 29, headed "Express shipments--Charge slips," in Bureau Circular 358a will no longer be in force.

  
Assistant in Operations.

